YUWEHLOO PAHKI COMMUNITY

OFFICE MANAGER

INTRODUCTION: This position is responsible for providing administrative, office coordination and customer service in support of the Yuwehloo Pahki Community.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive).

1. Monitors daily office functions/operations, analyzes and establishes methods for improvements; supervises staff in the absence of the supervisor.

2. Screens incoming calls; opens and logs in mail/correspondence; prepares response to correspondence of a routine nature and refers non-routine matters to supervisor; ensures timely responses to internal and external requests; arranges meetings or conference and maintains daily appointment calendars.

3. Conduct research, implements program/office goals and objectives; monitors and evaluates performance of programs/projects; maintains record of required reports and documents.

4. Assists with budget preparation, budget modifications; monitors expenditures through an automated cuff account system to maintain records of official financial transactions for audit trail; monitors and tracks encumbrances and expenditures; assists in monitoring and collecting budgetary data to support the preparation and control of the annual budget process.

5. Oversees and assures efficient and effective development and maintenance of a records management system; maintains confidentiality of sensitive records; compiles data to prepare monthly and annual reports; process and prepares travel authorizations, arrangements and expense claims; processes timesheets, requisitions and other tribal and office processing forms.

6. Serves as a liaison and maintains contact with the general public, Hopi Tribe officials, management staff, departments/programs and other agencies to facilitate communication, secure needed services, technical assistance/advice on administrative matters etc.

7. Performs other related duties as assigned or authorized to achieve the scope of the work and the Yuwehloo Pahki community goals and objectives.

COMPLEXITY: The work consists of duties that involve unrelated and related processes and methods. Decisions regarding what needs to be completed include the assessment of unusual circumstances, incomplete or conflicting data. The work requires making decisions concerning such things as the interpretation of data, planning of the work and refining the methods and techniques to be used.

SUPERVISION RECEIVED: The incumbent receives minimal supervision and is under line authority of the Community Service Administrator. The incumbent and supervisor, in consultation, establish the objectives and timelines. The incumbent uses knowledge of office management and administrative methods & procedures and takes initiative in prioritizing and carrying out assignments independently without specific instructions. Work is reviewed occasionally or on a problem basis, through conferences and results achieved.

PERSONAL CONTACTS: Contacts are with employees within/outside the work area, Tribal Council, Budget Oversight Team, personnel of other agencies, public & private sector businesses/organizations and the general public. The purpose of these contacts is to exchange factual information, coordinate work efforts, provide assistance and establish a network of resources.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work is sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment. At times, work may extend beyond the normal eight (8) hour daily schedule, weekends and holidays. Travel on and off the reservation is necessary.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

   A. Education : Associate's Degree in Secretarial Science, Business Administration or related field;

   OR

   B. Training : Two (2) years vocational training in Office Occupations, Office Automation, Computer Operations or related training;

   AND

   C. Experience : Four (4) years office management work experience which entails complex administrative, fiscal and technical duties;

   OR

   D. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge Skills and Abilities:

   A. Knowledge:

   Knowledge of the tribal government organizations, administration and management practices
   Thorough knowledge of the budgeting practices and financial recordkeeping
   Knowledge of good customer service principles and practices
   Knowledge of supervisory practices
   Knowledge of modern office equipment/machines and applicable software programs

   B. Skills:

   Skill in written and verbal communication
   Skill in operating modern office equipment/machines and applicable software
   Skill in human and public relations
   Skill in research techniques, methods and practices

   C. Abilities:

   Ability to operate modern office equipment/machines and applicable software programs
   Ability to work independently, professionally and exercise sound judgment
   Ability to multi-task, meet deadlines and work under pressure
   Ability to explain & solve budgetary problems
   Ability to establish and maintain positive, professional working relationships with others

NECESSARY REQUIREMENTS:

1. Must complete and pass the pre-employment screening (includes a fingerprint and background investigation) in accordance with Hopi Tribal Policy.
2. Must possess a valid Arizona driver license and satisfactorily pass the Hopi Tribe's Defensive Driving Course.

DESIRED QUALIFICATION:

1. Speak and understand the Hopi and or Tewa language.

CONDITION TO EMPLOYMENT:

All offers of employment will be contingent upon successful completion of all reference checks, education verification (including credentials, licenses and degrees), and background investigation and other pre-employment screening requirement.

REVIEWED BY: ______________________ Hiring Authority 6/7/11 Date

APPROVED BY: ______________________ Human Resources Director 6/7/11 Date

NON-EXEMPT
Range 26
06/2011